

NNLM MCR Immersive Workshop Funding Application

The mission of the NNLM is to advance the progress of medicine and improve public health through access to health information.

Description of the Award

The National Network of Libraries of Medicine, MidContinental Region (NNLM MCR), under a cooperative agreement grant with the U.S. National Library of Medicine (NLM), announces the availability of funding through its *Immersive Workshop* funding in support of the NNLM mission.

The *Immersive Workshop* funding seeks to support multi-day professional development events that train participants to improve health information access. The event must be interprofessional and include librarians as one of the professions. The workshop activities should achieve the following:

1. Increase the awareness of how different professionals can contribute to addressing a health information access challenge.
2. Increase knowledge and skills in a significant area of health information access.
3. Enable workshop participants to immediately implement the content of the workshop
4. Enable workshop participants to be change agents within their institution.

This funding specifically meets the Aim of the 2016-2021 cooperative agreement with NLM--Implement a process for announcing, reviewing, and making sub-awards to regional Network members to help achieve outreach, education, and technology goals.

Eligibility:

- To receive funding the library must be an NNLM MCR member. Membership may be confirmed by searching the [NNLM Member Directory](#). If you're not a member, [sign up](#) today, it's free.
- The event must take place within the MidContinental Region (CO, KS, MO, NE, UT, WY)

Amount:

The NNLM MCR will support workshops with up to \$14,000. The amount and number of awards will be based on upcoming funding.

Period of Performance:

Project performance period will begin and end within the NNLM MCR budget period: May 1, 2017 thru April 30, 2018.

Application Instructions:

Prepare your proposal using the following outline:

I. Cover Page

1. Event title;
2. Event description summary;
3. Name of the library or institution submitting the proposal;
4. Institution tax ID;
5. Primary contact's name, mailing and email address(es), phone number(s);
6. Amount being requested; and,
7. Other funding, list of any other funding received for this event.

II. Summary of the Project

The summary should include the following:

Target audience: For each audience category, list an estimate of how many you expect to attend and how you will reach this estimate. Include how the program will benefit the target audience.

Evidence of need for the project: Explain the need for the event, cite any needs assessments (formal or otherwise), and any relevant statistics or literature that supports the needs identified.

Project goals and objectives: List the project goals, objectives and outcomes as it relates to improving health information access.

NLM or NIH resources: Will NLM or NIH resources be covered as part of the program? If so, list:

Implementation. Schedule/Timeline: Discuss in detail how the project will be implemented and include what tasks will be performed and who will perform them. Provide an implementation schedule/timeline. Describe the event program (include proposed or identified venue, speakers, topics to be presented, and planning steps). Describe the location where the program will take place and why this was chosen.

Promotion Plan: Provide a plan for promoting the event to the targeted audiences.

Personnel: Identify all organizing and event personnel, their applicable experience as it pertains to the project, and their role in the project.

Project Partners: Describe any institution(s) that you will be working with on this event.

Evaluation plan: All proposals should include information on evaluation, assessment and metrics for the project. Consult the [NNLM MCR staff](#) or the NNLM Evaluation Office (NEO) for resources: <https://nnlm.gov/evaluation>.

Describe plans for evaluating the event's success. For each objective: Provide an indicator of success, where that data will come from, and the method for evaluating each indicator. Provide a process assessment plan that evaluates the project's implementation.

Continuation/sustainability plan: Describe the activities that will continue project services to targeted audience or the institution's intent to maintain communication or service to the target audience beyond the period of performance. If the project is expected to continue after the funded period, include information on how it will be funded.

III. Budget

Proposals must include a budget table or spreadsheet for the costs in each category. Include a narrative justification for budget items, explaining the purpose of each item in the project. See **Appendix A** for a sample budget table, and consult with your institution to determine documentation required.

The budget estimate should be categorized by the following, as they apply:

1. Personnel (incl instructors and presenters)
2. Equipment
3. Supplies
4. Publicity and promotion activities
5. Reproduction
6. Travel/per-diem
7. Facility rental
8. Other (please specify)
9. Direct Costs
10. Indirect costs (IDC) or Facilities and Administrative (F&A) Costs, if you wish to claim them, apply at your institution's non-research rate (or, if your institution has no negotiated rate, a 10% Modified Total Direct Cost (MTDC) can be applied)
11. Total cost requested (not to go over \$14,000)

Funding restrictions:

Food, promotional items and furniture are not allowable expenses. Promotional items include, but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees. Refer to the policy: <http://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html>. No more than 5% of funding can be used to purchase print materials (e.g., such as books, magazines, booklets, brochures).

IV. Attachments: attach letters of support from event partners.

Save letters of support as one PDF file, and upload to the online application.

Proposal Submission

Access the online application at

<http://www.surveygizmo.com/s3/3427268/mcrworkshop20172018>

If you have questions, you are highly encouraged to contact Christian Minter at christian.minter@unmc.edu or 402-559-7226.

Application Deadlines

Posted Date: March 15, 2017

Application Due Date: Until all funds are expended.

Notification of Award: As applications are received

Evaluation of Proposal

All proposals are reviewed by select NNLM MCR staff and/or Network members. If the reviewers have questions about your proposal it may be returned for clarification and revision.

See **Appendix B** for the criteria used to evaluation proposals. All applicants will be scored against these criteria and points assigned to each category. A fundable score is at least 75 points out of a possible 100 points.

Reporting Requirements:

The following reporting requirements are mandatory of award recipients:

Type of Reporting	Required
Activity Reports	X
Status Reports	X
Final Report	X
Awardee may be asked to participate in a RML sponsored webinar or write a newsletter article providing information on activities and outcomes.	X

Activity Reports: Activities held in support of project objectives must be submitted before the 5th day of each month following the end of the activity. Activities to report include training, presentations, and site visits.

Status Reports: Quarterly status reports must address progress towards meeting objectives, an ongoing evaluation or assessment of the project's effectiveness, and an overview of future of work to be completed.

Final Reports: A final report of project activities, outcomes, and evaluation findings must be submitted within 30 calendar days upon completion of the award.

NIH Acknowledgement:

Any resources developed with project funds must include an acknowledgment of NIH grant support and a disclaimer stating the following:

"This program has been supported in part or in full by the National Library of Medicine (NLM), National Institutes of Health (NIH) under cooperative agreement number UG4LM012344 with the Spencer S. Eccles Health Sciences Library, University of Utah. The content is solely the responsibility of the organizers and does not necessarily represent the official views of the National Institutes of Health."

Publication and Copyrighting:

Per Section 8.2.1. - Right in Data (Publication and Copyrighting) of the NIH Grants Policy Statement

(http://grants.nih.gov/grants/policy/nihgps/html5/section_8/8.2_availability_of_research_results_publications_intellectual_property_rights_and_sharing_research_sources.htm#Rights), the NIH must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use any materials developed as a result of funding and to authorize others to do so for Federal purposes, i.e. the ongoing development of the National Network of Libraries of Medicine. Data developed by a subawardees/consortium participants and consultants are also subject to this policy.

Data Sharing and Development of Training Materials:

In order to facilitate the dissemination of knowledge and information associated with the NNLM MCR Cooperative Agreement Award, all awardees are required to share any data or training material resulting from funding. This information must be submitted to the NNLM MCR Project Coordinator for potential distribution to sites like:

National Networks of Libraries of Medicine (NNLM) website (<https://nnlm.gov/>);

Medical Library Association (MLA) Educational Clearinghouse website

(<http://cech.mlanet.org/>);

Other sites specifically designated by the NLM as part of the National Network of Libraries of Medicine.

In addition, recipients of funding are expected to use or adapt existing training materials before developing new materials. Consult with NNLM MCR

(<https://nnlm.gov/mcr>) and the NNLM Training Office (NTO) (<http://nnlm.gov/ntc/>) prior to developing materials.

508 Compliance:

Web-based resources developed for the project should strive to ensure accessibility to the greatest possible number of people by adhering to standards described in Section 508 of the Rehabilitation Act. http://www.hhs.gov/ocio/policy/508_policy.html.

NIH Public Access Policy

Recipients of NNLM funding are required to deposit any peer-reviewed manuscript upon acceptance for publication in PubMed Central in accordance with the NIH Public Access Policy (<http://publicaccess.nih.gov/>).

Appendix A – Sample Budget Template

Project Lead: _____

Project Title: _____

Date Submitted: _____

Period Covered: _____

EXPENDITURE CATEGORY	AMOUNT	AMOUNT REQUESTED FROM NNLM MCR
Personnel (List by name and organization)		
Equipment (Itemize)		
Supplies (Categorize)		
Publicity and promotion activities		
Reproduction		
Travel/per-diem		
Facility rental		
Other Expenses (please specify)		
Direct Costs		
IDC/F&A		
GRAND TOTAL		

Appendix B – Evaluation Criteria with Scoring

Criteria	Scoring Points
Significance: Does the proposed program make a significant contribution to the health information access mission of NNLM? Is information on the target audience provided? Are there estimates of the potential audience and the portion expected to be reached? Is the target group or population described, and the actual or perceived need for the proposed program discussed? Is the estimation of the program's potential impact on future information services discussed?	<hr/> Out of 30 points
Methodology/Approach: The logic and feasibility of the technical approach to reaching the target audience. Is there mention of the NIH or NLM resources? Is there inclusion of a timeline or implementation schedule for major events and activities? Does the proposal include a statement or plan to continue support of services beyond the project period?	<hr/> Out of 50 points
Investigators: Does the proposed personnel have experience in developing and conducting training programs in health information? Does the proposed personnel have prior experience working with the target group(s)? Is there evidence of institutional facilities and resources adequate to support the proposed programs? If applicable, do project partners bring experience to the project team?	<hr/> Out of 10 points
Budget: Is the proposed budget within funding limits? Is the budget justification sound? Could budget items be eliminated or reduced without jeopardizing the project?	<hr/> Out of 10 points
TOTAL POINTS	<hr/> Out of 100 points
REVIEWER COMMENTS:	